

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

960422-02-

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE								
Application Date	Office of State Administrative	Application Number								
	Hearings	97~0069								
Application Number	235 Peachtree St., N.E., Ste.700	Date Received Date Completed								
002	Atlanta, Georgia 30303	SEP 8 1997 11/17/97								
2. Person to Contact	Working Title	Telephone Number								
tackitoin tantinoi										
Mark A. Dickerson 3. Action Requested	Chief State Admn. Law Judge	(404) 636-3306								
	Schedule; record will continue to accumulate.									
	cumulation; no further accumulation anticipated.									
c. Amend Application I	No Check One: Change; Superced	le; □ Void								
4. Dates of Series Earliest Latest	1. Dates of Series 5. Records Series Title (followed by title used in office; if different)									
4/1/95 To Date	Administrative Law Judge Su									
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?										
	<u> </u>									
The Office of State Administrative Hearings (OSAH) is responsible for										
conducting administrative hearings on matters referred to OSAH for										
hearing by more t	than twenty other State agencies.									
	•	-								
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):								
Documents relating to:	ofessional activities of OSAH's ad	ministrative								
	v judges (ALJs).	milita Clacta C								
Included are:	•	_								
	rrespondence and memoranda, legal :									
	tes, internal reports on the ALJs	activities,								
and	d similar documents.									
_1.	phabetically by subject matter.	·								
Eile is arranged:	buspecteatty by subject marret.									
-										
8. Monthly Reference Rate	How often are records referred to which are:									
•	5 ; Seven to twelve months old; Thirteen to	twenty-four months old								
twenty-five months and olde		control monds or								
9. Annual Rate of Accumulation	on of Records									
	; Legal-size drawers; Shelves;	Other Imposited								
Lotter-jite diamera	, Desarate di avvei à; Olieives;	Outer (apacity)								
NR-50-71; Rev. 76	(Over)									

a. In this the official copy of the series? It not, where its if the other control in the control information requiring security handling? If yes, cite lew or regulation. 2. Is this a vital record? 2. Joses this series have historical or long term research value? 3. Joses this series have historical or long term research value? 4. Joses this series have historical or long term research value? 5. It the information contained in this series sever problished? 6. It is the information contained in this series sever problished? 7. It the information contained in this series sever problished? 8. It have a duplication of this series in your office, or in another office or agency? 9. It then a duplication of this series in your office, or in another office or agency? 11. It is series for a major northon of fill regularly microfilimed? 12. I. Does the record series result in a composite printing? 13. It is the series of a major northon of fill regularly microfilimed? 14. I. Does the record series result in a composite printing? 15. Statut sev 16. Statut sev 17. Federal retention instructions 18. Statut sev 19. Statut series in the series of the serie	YES	NO	10. Questionnaire	(Place an "X	" in the proper co	łumn)			
Secretary Secr	٧			• •					
X C. is this a wital record? X d. Does this avrial record? X d. Does this avrial record? X d. Does this avrial record? X d. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents the scheduled spentately? X f. is the information contained in this series were nublished? If yes, attach copy. S is the information contained in this series were analyzed and/or recorded in a summarized report? If yes, attach copy. h. is there a duplication of this series in your office, or in another office or agency? If yes, attach copy. h. is there a duplication of this series in your office, or in another office or agency? J. is this series for a major portion of this regularly microfilmed? X j. Is this series for a major portion of this regularly microfilmed? X j. Is this series for a major portion of this regularly microfilmed? X j. Is this series for an interest result in a computer period. Destroy the following requires the series to be kept: The following requires the series to be kept: J. J. Does the record series result in a computer period. Audit period Years. S. State Law	<u> </u>								
A Does this series have historical or long term research value?		X	b. Does the series	contain confidential information requiring security handling? It yes, site law or regulation.					
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could their documents be scheduled separately?									
A decuments be scheduled apparately									
Y f. Is the information contained in this series ever published? If yes, attach copy.	W/A								
g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? Yes, attach copy, h. Is there a duplication of this series in your office, or in another office or agency?	7	X							
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a. State Law years. d. Audit period years. b. Statute of limitation years. e. Administrative need years. c. Federal law years. f. Federal retention instructions years. Attach copy or excert of laws or regulations. Explain administrative need. Occasionally referenced for historical data or information. 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:		X							
b. Statute of limitation	11. 1	Retent							
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Schedule #: 97-0069 Effective Date:11 17 97 Sheet: 3 of 3

Administrative Law Judge Subject Files 1995 - Ongoing

CO = CY Hold in current files area (CFA) three (3) years Destroy

[See Schedule # 85-76, effective March 10, 1986]

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

Edward Weldon

Secretary of State Designee

Date

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